

**Labor Commissioner, State of California**  
Department of Industrial Relations  
Division of Labor Standards Enforcement  
300 Oceangate Ste 850  
Long Beach, CA 90802  
(562) 983-1453  
FAX: 562-499-6439



DATE

In Reply Refer to Case No

### REQUEST FOR CERTIFIED PAYROLL RECORDS

AWARDING BODY	PROJECT NAME	Project No
Prime Contractor		
Subcontractor		

This letter constitutes a formal request for public works payroll information as authorized by Section 1776 of the California Labor Code.

Within ten (10) working days from receipt of this request, please submit certified copies of time and payroll information for all workers who were employed by  
on the above identified public works job during the period from the beginning to completion of project

The required format for this information and certification is set forth on the attached public work payroll reporting form. The person certifying these copies must be the contractor or an agent authorized to act on behalf of the contractor.

Failure to provide these certified payroll records to the Division of Labor Standards Enforcement within ten (10) working days of receipt of this request will subject the contractor to a penalty of twenty-five dollars (\$25.00) per calendar day or portion thereof for each worker until the records are received (Labor Code Section 1776 (g)).

In addition to completing the enclosed reporting forms, you are also required to complete the enclosed Statement of Employer Payments form.

Sincerely,

STATE LABOR COMMISSIONER

By \_\_\_\_\_

Deputy Labor Commissioner I